

# **ELECTRONIC TECHNICIAN ASSISTANT**

## **MILWAUKEE POLICE DEPARTMENT**

**PURPOSE:** Under the direction of the Electronic Technician Supervisor and Electronic Technicians, the Electronic Technician Assistant will be responsible for all tasks physically associated with the installation and field repair of radio systems including mobile radios, computers and other job-related equipment inside city vehicles.

### **ESSENTIAL FUNCTIONS:**

- Installing mobile radios, mobile data computers, sirens, light bars, antennas, data connections, and other job-related equipment on the inside of city vehicles including, but not limited to, Police and Fire Department vehicles
- Physically installing electrical wiring, connecting electrical fittings, drilling holes, bolting equipment assemblies, and performing all physical tasks associated with modifying vehicles for the acceptance of job-related equipment
- Assisting the Electronic Technician Supervisor and Electronic Technicians in the testing, configuration, and monitoring of radio equipment including soldering connections, crimping fittings and replacing job-related components
- Utilizing job-related diagnostic equipment to determine faults and failures in electrical systems
- Manufacturing cable assemblies and wire wrap connections, building and fabricating specialized devices, testing completed wiring systems
- Properly identifying equipment, physically maintaining inventory of parts
- Picking up and delivering job-related equipment using city vehicles
- Performing other job-related responsibilities as required

### **MINIMUM REQUIREMENTS:**

1. One year of full-time experience servicing radio equipment or performing tasks closely related to the essential functions above **OR** successful completion of at least 30 college credits towards an Associate's Degree in Electronic Technology.
2. Valid driver's license at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Class B Commercial Driver's License without air brake restriction
- High school diploma or equivalent (G.E.D.)

### **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Mechanical skills
- Ability to install job-related radio and electronic equipment inside of city vehicles
- Ability to modify the interior of city vehicles without damaging vehicle or equipment
- Ability to utilize all hand and power tools related to the job
- Knowledge and understanding of electronics communication theory
- Ability to use technical equipment used in the diagnosis and resolution of electrical equipment failure
- Soldering skills
- Ability to read schematics, blueprints, wiring diagrams and other job-related documentation
- Ability to work with electrical cabling
- Computer skills
- Analytical skills
- Organizational skills
- Interpersonal skills
- Ability to recognize the specific colors and color codes associated with electrical wiring
- Ability to work on ladders and in confined spaces
- Ability to lift objects weighing up to 60 lbs.
- Ability to work around and inside of vehicles

**CURRENT PAY RANGE (235) IS:** \$35,245 - \$38,921 annually.

#07-076 - JRS (TK) 10/11/07